

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
NOVEMBER 9, 2000**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference at 1:30 p.m. Eastern Standard Time (EST) on November 9, 2000 in regular session. The meeting was led by its chair, Dr. Charles Brokopp of the Utah Department of Health following the agenda distributed previously to Board members (Attachment A). The list of participants is shown in Attachment B, the new list of action items is given in Attachment C, and the cumulative list of action items is given in Attachment D.

APPROVAL OF MINUTES

Dr. Brokopp reviewed the minutes of the October 31, 2000 meeting of this Board, which were approved as distributed. Action items from previous meetings were reviewed and updated.

ASBESTOS ISSUES

Dr. Brokopp reviewed a concern which he has received from the American Industrial Hygiene Association (AIHA) on development of a NELAC asbestos Standard. He introduced Mr. Scott Siders, chair of the Quality Systems committee, who has requested direction from the Board on this issue.

Mr. Siders reviewed events and the subcommittee's intention to extend the scope of accreditation to all regulatory programs, beyond the bulk and air samples which are accredited by AIHA. He noted that the subcommittee's intentions are to not duplicate efforts. He also noted that there is a NIST/NVLAP representative on the subcommittee and would appreciate AIHA's cooperation. It was noted that the bulk asbestos program addresses school remediation work, and exhibits several differences from NELAC's needs.

It was suggested that NELAC might develop a comprehensive standard, with which NIST/NVLAP could cooperate. It was the consensus of the Board that the committee should review the AIHA program, noting the requirements of the program in relation to the NELAC standard, and use them insofar as possible. It was requested that Mr. Siders draft a response to AIHA, for Board review, outlining the committee's plans.

ON-SITE ASSESSMENT RECOMMENDATIONS

This issue was deferred to next meeting of the Board.

ACTION ITEMS FROM NELAC 6i

Dr. Brokopp asked for comments from Board members on the recent Sixth NELAC Interim Meeting (NELAC 6i). It was generally agreed that the meeting went smoothly, but that the hotel floor plan made it difficult to have informal networking meetings, since there were no lobby furnishings. With the possibility of a co-sponsor for NELAC 7i meeting sight specifics are difficult to anticipate at this time.

Board members reviewed difficulties at previous annual meetings with the distribution of changes proposed by committees during their working sessions immediately prior to the voting

sessions. They discussed options and costs for resolving the logistics in a way that gives voting members adequate time to review complete information for an informed voting choice.

ACCESS TO TELECONFERENCES

Dr. Brokopp reviewed a request regarding NELAC and ELAB meetings, particularly "... the issues of closed committee meetings" It was noted that all NELAC committee and ELAB meetings during the NELAC annual and interim meetings are fully open to all participants. It was noted that NELAC committees consider all comments in the context of the full Conference in their deliberations. However, the logistics and resources available for teleconferences are limited. Mr. Slayton will draft a response to this concern for the Board and committee chairs' review.

NELAC 7 HOTEL INFORMATION

Dr. Brokopp noted that the contract with the Little America Hotel in Salt Lake City, Utah for the Seventh NELAC Annual Meeting has been signed and preparations are in progress for the meeting. He will present another update during the December meeting of the Board.

ANNOUNCEMENT OF NELAC ACCREDITED LABS

Dr. Brokopp noted that some 1000 laboratories have applied for NELAP accreditation according to the Accrediting Authorities workgroup. The Board then discussed appropriate venues for announcing the accreditation of the first class of laboratories, considering that it will occur in the context of the presidential inauguration and noting that the Membership and Outreach committee is also working on this. Various ideas were shared including a press release in Washington, DC, a banquet, and various publications. It was agreed that the assistance of a public information officer would be prudent and Dr. Brokopp offered to follow-up on this idea. He requested that Board members forward their ideas for suitable publicity for this milestone.

COSPONSOR OF INTERIM MEETING

Although Ms. Sample was not present to discuss the proposal, Ms. Hankins reported that the Department of Defense has submitted an attractive proposal to act as a co-sponsor of NELAC 7i. She noted that it involves additional activities including course offerings. NELAP will work the Ms. Sample to finalize the proposed division of labor along the lines of the arrangements that are used for the Annual meetings in which the various States are co-sponsors.

FINAL VERSION OF IMPLEMENTATION POLICY

Dr. Jackson reported that he has sent out the proposed policy on implementation, revised as agreed in last month's meeting. It was moved, seconded and unanimously approved to adopt the policy as it is now written.

NELAP PROMOTIONAL MATERIALS

Dr. Brokopp noted that NELAC promotional materials, such as a brochure, are needed. It was noted that Dr. Billets is in the process of exploring possibilities for new promotional ideas with the Membership and Outreach committee. Dr. Brokopp agreed to follow up and report to the Board at next month's meeting.

NEW BUSINESS

Due to lack of time, no new business was discussed.

NEXT MEETING

The next meeting of this Board is scheduled for December 14, 2000 at 1:30 p.m. by teleconference.

NELAC BOARD OF DIRECTORS & COMMITTEE CHAIRS
DRAFT AGENDA
NOVEMBER 9, 2000
1:30 - 3:00 PM EDT

1. Approval of October 31, 2000, Meeting* - *Chuck Brokopp*
2. Asbestos Issues* - *Scott Siders*
3. On-site Assessment Recommendations* - *Bill Ingersoll*
4. Action Items from NELAC 6i - *Chuck Brokopp*
5. Access to Teleconferences* - *Jeanne Hankins*
6. NELAC 7 Hotel Information - *Chuck*
7. Announcement of NELAC Accredited Laboratories - *Chuck*
8. Cosponsor of Interim Meeting - *Jackie Sample*
9. Final Version of Implementation Policy* - *Ken Jackson*
10. NELAP Promotional Materials - *Chuck*
11. New Business

* Attachment

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
NOVEMBER 9, 2000**

Name	Affiliation	Address
Dr. Charles Brokopp Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Ms. Ann Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Dr. Stephen Billets Exec. Secy., Acting (absent)	USEPA/ORD	T: 702-798-2232 F: 702-798-2261 E: billets.stephen@epa.gov
Ms. Jeanne Hankins Director	USEPA, ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epa.gov
Dr. Ken Jackson (invited)	Program Policy and Structure Committee, Chair	T: (518) 485 - 5570 F: (518) 485 - 5568 E: jackson@wadsworth.org
Dr. Paul Kimsey	CA Department of Health Services	T: (510) 540-2411 F: (510) 540-3075 E: pkimsey@dhs.ca.gov
Ms. Silky Labie (absent)	FL Department of Environmental Protection	T: 904-488-2796 F: 904-922-4614 E: labie_s@dep.state.fl.us
Dr. Jim Pearson (absent)	VA Division of Consolidated Laboratory Services	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Anne Rhyne	TNRCC	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Jackie Sample (absent)	US DOD	T: (843) 764-7337 (11) F: (843) 764-7360 E: samplejh@navsea.navy.mil
Mr. Scott Siders (invited)	Quality Systems Committee, Chair	T: (217) 785 - 5163 F: (217) 524 - 0944 E: epa6113@epa.state.il.us
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410-305-3095 E: slayton.joe@epamail.epa.gov
Ms. Nancy Wentworth (invited)	USEPA/OEI	T: (202) 564 - 6830 F: (202) 565 - 2441 E: wentworth.nancy@epa.gov
Dr. Gene Tatsch (Contractor Support)	Research Triangle Institute	T: 919-541-6930 F: 828-628-0659 E: cet@rti.org

**NELAC BOARD OF DIRECTORS MEETING
NOVEMBER 9, 2000
NEW ACTION ITEMS**

Item No.	Action	Status
1	Mr. Siders will draft a response to AIHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	
2	Mr. Slayton will draft guidance for including additional participants in committee teleconferences for Board and chairs' review.	
3	Dr. Brokopp will present another update on preparations for NELAC 7 during the December meeting of the Board.	
4	Dr. Brokopp will obtain the assistance of a public information officer for announcing the first class of NELAP-accredited laboratories in January, 2001.	
5	Board members should forward their ideas for suitable publicity for announcement of the first class of NELAP-accredited laboratories in January, 2001.	
6	Dr. Brokopp agreed to follow up with Dr. Billets on possibilities for new promotional ideas and report to the Board at next month's meeting.	

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS MEETING
NOVEMBER 9, 2000**

Date of Meeting	Action	Status
04/13/2000	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
01/11/1999	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
09/23/1999	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
01/18/2000	Ms. Hankins will seek clarification on USEPA's NELAC staffing plans.	Clarification requested; awaiting response
01/18/2000	Dr. Jackson will update a mailing list and finalize a letter to encourage participation in NELAC committees.	Completed
	Board members will place follow-up calls to recipients as needed.	On-going
05/04/2000	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
05/04/2000	Barb Burmeister will Email the PT committee's process for responding to nominations to Jeanne Hankins.	On-going
05/08/2000	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
7/13/00	Board members to forward names of persons to fill Board vacancy.	Ongoing
7/13/00	Ken Jackson will inform NELAP accrediting authorities of Board's decision to:	Completed.
	1. announce primary accreditations of NELAP-accredited laboratories the first week of 2001, and 2. Announce secondary accreditations thereafter.	Completed
7/13/00	Chuck Brokopp will draft thank you note to Robbie Roberts of ECOS for his assistance.	Completed
7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred

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NELAC BOARD OF DIRECTORS MEETING
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Date of Meeting	Action	Status
8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA	Deferred
8/10/00	Board members are to identify suitable candidates for the vacant Board position	Ongoing
8/10/00	Dr. Tatsch will forward the list of NELAC representatives, and the revised directory, as soon as final checking of the database is complete.	Directory Complete Representatives' List by 11/13/00
9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
9/12/00	Ms. Hankins will draft a policy to address change of status (Voting - Contributor) of a committee member.	Ongoing
9/12/00	Ms. Sample will draft a proposal to the Board for Department of Defense to co-sponsor the Seventh NELAC Interim Meeting.	Completed
10/12/00	Reference to national NELAC meetings will use arabic meeting number notation (e.g., NELAC 6i)	Completed
10/12/00	Dr. Jackson will make the requested changes to the policy for Effective Date of Implementation of the NELAC Standard for the Board's review.	Completed
10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed	Ongoing
10/31/00	ELAB will be requested to explore satisfactory long-term options for use of ISO language in the NELAC Standard and report their findings to the the Board.	Completed
10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Ongoing